**Declaration form is compulsory**:

**Please submit the form to your Group coursework submission on Canvas**. Failure to provide this form will risk delaying the marking of your coursework. Make sure you carefully discuss and responsibly write this section in the presence of all your group members. We very trust you will be fair, ethical, responsible, and careful in writing this section. If a member has been absent or with no/very little contribution, it is important to explicitly mention this in your report (please highlight it in RED TEXT) to ease tracing when marking.

**Group Number:** …………………………………………

**Teams Member and e-mail addresses:**

|  |  |  |  |
| --- | --- | --- | --- |
| Member 1: |  | Email: |  |
| Member 2: |  | Email: |  |
| Member 3: |  | Email: |  |
| Member 4: |  | Email: |  |
| Member 5: |  | Email: |  |
| Member 6: |  | Email: |  |
| Member 7: |  | Email: |  |
| Member 8: |  | Email: |  |

We hereby declare the distribution of the contribution is described in A and B.

A. Declare the contributions of the members in the coursework.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | No contribution, the member should be given zero (0). | Very little contribution, not meaningful or substantial enough. | Equal work/Split of effort for all members in the group. | 10% more contributions than other members of the group. | 20% more contributions than other members of the group. | 30% more contributions than other members of the group. | 40% more contributions than other members of the group. | 50% or more contributions than other members of the group. |
| Member 1 |  |  |  |  |  |  |  |  |
| Member 2 |  |  |  |  |  |  |  |  |
| Member 3 |  |  |  |  |  |  |  |  |
| Member 4 |  |  |  |  |  |  |  |  |
| Member 5 |  |  |  |  |  |  |  |  |
| Member 6 |  |  |  |  |  |  |  |  |
| Member 7 |  |  |  |  |  |  |  |  |
| Member 8 |  |  |  |  |  |  |  |  |

B. Briefly, explain the reasons behind the above table. You may need to elaborate on cases that relate to substantial/non-substantial contributions. For example, you can mention substantial contributions to tasks, group management, stepping to rescue tasks, etc. Alternatively, you can refer to any issues that made you think that a specific member has zero (0) contributions or non-substantially contributed to the coursework.

|  |  |
| --- | --- |
| Member 1: |  |
| Member 2: |  |
| Member 3: |  |
| Member 4: |  |
| Member 5: |  |
| Member 6: |  |
| Member 7: |  |
| Member 8: |  |

C. The form SHOULD be signed by ALL members. In the case of an absence of one member, please indicate the reasons.

|  |  |  |  |
| --- | --- | --- | --- |
| Member 1: |  | Member 2: |  |
| Member 3: |  | Member 4: |  |
| Member 5: |  | Member 6: |  |
| Member 7: |  | Member 8: |  |